Special Instructions for Computer-Based Testing Students

Bookmark Feature	You may find the *CerTest* bookmark feature very useful. When taking a test, you can bookmark a question and return to it later before exiting and scoring your test.
Moving Within a Test Using the Scroll Bar	Another helpful feature is the scroll bar located in the bottom right-hand corner of the test screen when you are actively taking a test. The scroll bar allows you to move forward or backwards one or more questions at a time. For example, let's say you just completed a 60-question test but you would like to review questions 5, 12, 28, 39, and 52 before you exit and score the test. In this instance, you could quickly review these questions by using the scroll bar or the bookmark feature.
Challenging a Question	*CerTest* has an on-line question challenge form. If you find a question that you believe to be erroneous or invalid for some reason (i.e. typo, spelling mistake, missing graphic, ambiguous question, etc.), you may challenge the question by clicking on the *hand icon* located in the top right-hand corner of the toolbar, or by selecting "Challenge this Question" from the <u>H</u>elp menu. If you have a concern about the accuracy or clarity of a question, you must challenge the question *during the test session* and your comments must be as detailed as possible. Because the answers randomize, you must also type in the answers you chose exactly as they appeared on the screen. > **Warning: You cannot make a copy of the test question nor is one kept on file.** All question challenges are automatically sent to AFIADL. The information collected is equal to your filling out an AFIADL/ECI Form 17.
Score Button	At the end of the test, a score button and message will appear. Follow the instructions in each message. > To score this test, the test control officer must input his/her password. If you are ready to exit and score your test, call the test control officer over to your computer now. Press Cancel to continue reviewing your test. If for some reason you leave any questions unanswered, the following message appears: > You have left XX questions unanswered. Select OK to exit this test anyway (your unanswered questions will be counted as wrong); or select Cancel to continue working on this test. If you have bookmarked a question, the following message appears: > You have a bookmarked question. Select OK to exit this test anyway; or select Cancel to continue working on this test.

Emergency Situations

It is possible that an emergency situation may arise during your testing session. The table below describes several potential events that could occur during a test session. We present this information so that you will know how an emergency situation will affect your test session and results. Should an event occur which is not described below, follow the directions of the Test Proctor and local emergency procedures. The Test Proctor and AFIADL will determine if the event requires procedures that differ from those described below.

Remember: In an emergency situation your safety is the most important consideration. Follow local procedures for specific events. The Test Proctor will assume responsibility for safeguarding testing materials.

Students will not be penalized for events beyond their control. Should a test session be interrupted, the test control officer will print the student's test summary, document the circumstances that caused the interruption, and notify AFIADL.

Emergency Situations	
Type	*Guidance*
Fire Alarm/ Other Alarm	In the event of a fire alarm or other emergency, the test control officer and student should follow the appropriate emergency response procedures. If this happens the student will be given the opportunity to take the parallel version of the test at the earliest possible date.
Power Outage	In the event of a power outage, the student will be allowed to retake the test as soon as possible. It is preferable for the test to be re-administered as soon as the power comes back on. However, if time does not permit, a new test session will be scheduled.
Computer Error	Should a computer error prevent a student from completing a test or a test from being scored, document the error and steps leading to the error and then allow the student to retake the same test.
Test Compromise	Members of the ANG who are not otherwise subject to the UCMJ, by enrollment in this course, submit to the provisions of their respective state code of military justice and applicable Air Force sanctions for any violation of the paragraph below, or for any attempted or actual compromise of this examination.

Unauthorized discussion, disclosure, or possession of AFIADL course examinations is a violation of Article 92, UCMJ. Members of the USAFR who are not subject to the UCMJ are subject to applicable disciplinary action according to AFI 36-701 and civilian penalties.

I certify that I have read and understand these instructions.

Signature: _____   SSAN: _____

Date: _____